

CITY OF AUBURN FACILITY RENTALS



910 9th Street SE, Auburn, WA 98002 ■ 253-931-3043 ■ www.auburnwa.gov/rental
Office Hours: Monday-Friday 6:30am-9pm ■ Saturday 8am-4pm

Postmark Center for the Arts

20 Auburn Ave | Auburn, WA 98002

Rental includes: Podium, microphone & stand, basic AV equipment; on-site facility attendant

Rental Days and Times | Please call to check available dates and times

| | CAPACITY | RATES RESIDENT/ NON-RESIDENT | AUBURN/OTHER NON-PROFIT |
|--|----------|------------------------------------|----------------------------|
| Reservations made up to 12 months in advance | | | |
| FULL FACILITY Full Facility (includes gallery, classroom & café for up to 12 hours) <i>Note: 12 months in advance only available for events that do not require seated round tables</i> | 96-120 | \$1,050/\$1,300 | \$800/\$1,050 |
| Reservations made up to six months in advance | | | |
| GALLERY SPACE 3 hour minimum <ul style="list-style-type: none"> Capacity: 72 seated at 5 ft. round tables (9 tables/eight per table) <i>Note: may be less based on gallery layout</i> Capacity 90: Theater seating with center aisle Capacity 120: No seating; tall round tables | 72-120 | \$100/\$125 per hour | \$75/\$100 per hour |
| CLASSROOM 3 hour minimum* *fee reflects rental rate during current open hours; otherwise staffing fee also applies | 16 | \$20/25 per hour | \$15/20 per hour |

Café

Only available with Gallery Space or Classroom Rental

| | |
|-----------|------|
| 1-4 hours | \$30 |
| 5+ hours | \$90 |

Additional Fees

Staffing Fee for Classroom rental (3 hour minimum) \$25/hour
 Damage & Cleaning Deposit without alcohol \$300
 Damage & Cleaning Deposit with alcohol \$500
 (\$1,000,000 excess liability insurance and WA State Banquet Permit required)
 Optional cleaning fee (required with use of alcohol in facility)
 \$275

Optional Rental Items

Coffee Service for 1-30 \$50
 Stage \$100



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Below are notes only – this section won't stay in this rental sheet:

- **72 seated at rounds** - It looks like we can fit nine round tables with eight chairs each (pretty tight, but works), so 72 seated if the entire middle of the gallery is open and that leaves the "lobby area" more open for cocktail tables and room to enter the building (you could probably fit an absolute max at round tables of 88, but not often or easily)
- **80- 90+ for theater seating** – we were able to get a nice arrangement with ten chairs across, a nice aisle, and plenty of room on the sides too, with the entire wood floor section of the space filled with 90 seats. That would still leave ample room on the sides to walk to restrooms or add a few more seats if desired, and room for cocktail tables in the entry.

Gallery Area options:

100 black stacking chairs

12 round 60" tables

10 round 33" standing bar tables

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Classrooms 1:

1 butcher block table - 42x72

8 steel stools

|

Classroom 2:

6 nesting tables – 24x60

12 black stacking chairs

|

Other:

3 low back barstools

2 sitting benches 29Dx60W

3 chair dolly

1 podium on casters – 26Dx29W

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Reservation Policies & Procedures

Reservations for the Postmark Center for the Arts, Auburn Community & Event Center and the Millennium Room must be made by scheduling an in-person visit by emailing facilityrentals@auburnwa.gov.

Use of facilities for profit-generating activities require Parks, Arts & Recreation Board/Designee approval.

Reservation Policies

- The person requesting the reservation must be 21 years of age and be present during the event.
- Two reservations per individual or organization may be on the record books at one time.
- Approval of a Rental Special Use Application Form is required for any public group or person desiring to use a facility for religious or political activities and other similar activities of 200 or more participants; application also required for dances, tournaments, concessions, events open to the public, outdoor weddings and events such as theatrical, musical, dog shows, Easter Egg hunts, car shows, art shows, and the use of inflatables (insurance required).
- Reservations made 30 days or less from the rental date, or any rental with a cost of \$300 or less, must be paid in full when reservation is made. For rentals at the Postmark Center for the Arts, Auburn Community & Event Center or the Millennium Room at Les Gove Park, renters may make a non-refundable \$100 Rental Holding Fee to secure a specific date. Rental Holding Fees are applied to the total facility rental fee. For customers that have held a date with a Rental Holding Fee, 50% of the total facility rental fee is due 2 regular business days from the date your fee was processed. The balance and damage/cleaning deposit must be paid in full 30 days prior to the rental date. Failure to make the full payment 30 days prior will be considered a cancellation of the reservation.
- The use, possession and/or consumption of any alcoholic beverage is permitted for approved rentals ONLY at the Postmark Center for the Arts, Auburn Community & Event Center and the Millennium Room at Les Gove Park. Renters are required to obtain the appropriate banquet permit and appropriate excess liability insurance (\$1M/per occurrence for Auburn Community & Event Center, Millennium Room; and Postmark Center for the Arts) naming the City of Auburn as additionally insured.
- A damage/cleaning deposit is required for the Postmark Center for the Arts, Auburn Community & Event Center, Millennium Room at Les Gove Park.

Resident Policy

Those who reside within the Auburn Incorporated City limits are referred to as City of Auburn residents. The term non-resident refers to those who live outside the Auburn Incorporated City limits. Non-residents are charged an additional fee to offset the administrative expenses of the city operation. Auburn city limits are not the same as school district and post office boundaries. Call 253-931-3043 to verify your address.

Reservations, Cancellations and Modifications

Full facility rentals at the Postmark Center for the Arts, Auburn Community & Event Center and the Millennium Room at Les Gove Park may be made up to 12 months in advance and at least 3 weeks prior to the rental date.

- Cancellations made 30 or more days prior to rental date will receive a refund of fees paid, less a \$100 administrative fee.
- Cancellations made 29 days or less prior to rental date will receive a 50% refund of the total amount paid.
- Changes or modifications made on an existing rental are subject to a \$10 administrative fee.